| *Accelerated SAP* | | **BUSINESS PROCESS PROCEDURE** | |
|---|---|---|---|
| *State of Utah* | **Organization/Area:** Time Administration | **Payroll Department** **Report - Time Sheet Check List** | |
| File Name: | H:\APAYROLL\BP- Manage Time & Attendance\BPPs External\BPP Report-Time Sheet Check List.doc | Release: | R/3 ECC 5.0 |
| Responsibility: | Time Entry Operator | Status: | Issued: 11/04/2002   Revised: 09/19/2006 |

# Overview

## Trigger:

This report is used by department payroll staff to display all active employees and includes the Employee Self Service designation and default FINET charging information for each Department, Unit and Distribution Code.

| Business Process Procedure Overview |
|---|
| Time Entry Operators enter employees' time based on the time sheets employees have submitted.  To ensure a timesheet has been received for each employee, operators can check off the time sheets received against the names listed on the Time Sheet Check List Report.<br><br>Several departments utilize the Employee Self Service (ESS) portal where employees enter their time electronically.  The time entries may also be viewed and/or approved by the designated supervisor electronically.<br><br>The level of ESS access for each Dept/Unit/Dist is displayed under the ESS column as follows:<br>  ➢ "T" indicates ESS access (<u>with</u> time entry capability)<br>  ➢ "N" indicates ESS access (<u>without</u> time entry capability)<br>  ➢ If the field is blank, the department has not requested ESS access for that Dept/Unit/Dist<br><br>The "ESS" flag is not based on an effective date and will always show the current status of the Dept/Unit/Dist, regardless of the pay period being used to run the report.  This report will not display historical changes and cannot be used to research exactly when the flag was changed.<br><br>The default FINET charging information (including percentage) is also listed on the report and indicates how the system will charge payroll costs whenever hours are entered with no associated FINET charging. |

# Procedural Steps

## 1.1    Access transaction by:

| Via Menu | Time Entry Operator → Reports – other → Time Sheet Check List Report |
|---|---|
| | |
| **Via Transaction Code** | Z_TIMESHEET_CHK_LIST |
| | |

| Via Favorites Menu | Time Sheet Check List Report |
| :--- | :--- |

Double click on Time Sheet Check List Report and the following screen will appear.



| Input – Available Fields | Field Value |
| :--- | :--- |
| Payroll area | UB |
| Payroll period | Current period or Other period |
| Personnel number | Employee Identification Number of the employee or employee's |
| Organization key | Department, Unit and Distribution Code |
| Page Breaks | Yes or No |

**1.2** **Specify the pay period for the Time Sheet Check List Report.** The screen allows the selection of current period or other period.

**"Current period"**
➢ Use this option to report on the current pay period.

**"Other period"**
➢ Use this option to report on any pay period.

**1.3** **The "Personnel number" field may be used to select specific employees by entering the employee identification numbers.** Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's. The "Personnel number" field should be left blank if using the agency "Organization key".

**1.4** **The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group.** Use the wild card symbol, *, in the selection criteria to get all employees within the same unit. For example, to print the report for all employees in department 560 unit 5522, enter 560(space)5522*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys.

The example on the following page shows the entries for selecting employees in department 560, unit 5522 and any distribution code.

**Time Sheet Check List Report**

Selections from

Payroll period

Payroll area        UB
◉ Current period
○ Other period

Selection

Personnel Number
Organization key        560 5522*

Page Breaks

◉ Yes
○ No

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**1.5    The Page Breaks "Yes" button allows you to create a page break after each Unit change.** The default for this report is set to "Yes" create page breaks. To run this report without page breaks, click on the button next to "No".

**1.6    Click on the Execute button in the upper left area that looks like a clock to view the report.** An example of the report is listed on the next page.

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**1.7** **To print the report click on the print icon, or select List >Print, ✓ (Continue) from the screen heading toolbar.**

**2** **The report heading contains the following information:**

- ➢ The report number

- ➢ The report title

- ➢ Page number

- ➢ Level 1 and level 2 status

- ➢ Pay period end date

- ➢ Date the report was run

- ➢ Pay period number and year

- ➢ Time the report was run

**2.2    The columns on the report are listed below with a brief description.**

**Dept**                    The employee's department number.

**Unit**                    The employee's home unit.

**Dist Code**               The employee's distribution code.

**EIN**                     The employee's identification number.

**Employee Name**           The employee's name.

**ESS**                     The employee's Employee Self Service access.

**EE Grp**                  The Employee Group controls pay and benefit processes.

**EE Sgrp**                 The Employee Subgroup determines what overtime rules apply.

**Fund**                    Default charging fund.

**Dept**                    Default charging department.

**Unit**                    Default charging unit.

**Appr Unit**               Default charging appropriation unit.

**Actv**                    Default charging activity.

**Function**                Default charging function.

**Program**                 Default charging program.

**Phase**                   Default charging phase.

**Percent**                 The percent designates the employee's pay allocation between the various FINET charging codes.